

Official Amendment

Re: Invitation to Tender (Delivery of community heritage mapping activities as part of the *Uncharted Histories of the Causeway Coast* project)

The table below contains additional information concerning activities to be delivered under the *Invitation to Tender: Uncharted Histories of the Causeway Coast community heritage mapping activities*. Note this information relates to the time required for activities and provides some further clarity on activity details. This is an estimate to help proposers understand CCGHTs expectations around each activity, it is not a minimum nor maximum timeframe.

Additionally, following review and discussions, CCGHT amend the phrase 'The maximum budget available is £5,000' to 'CCGHT anticipates an estimated budget of £5,000 for this suite of activities'.

Please consider this information before you return a proposal.

In light of this amendment the **tender deadline has been extended to Monday 13th December at 4pm.**

Activity/event	Details	Estimated working days required to deliver	Expected Timescale
Project initiation	Attend online project initiation meeting with CCGHT staff	0.5	w/c 10 th Jan 22
Develop documentation for histories submission	<p>Develop an easy to use declaration document/consent form to be used by the public when submitting stories to the Uncharted Histories project.</p> <p>Develop an easy to use submission form/template for use by the public to easily submit and record histories, items, images etc for use in the project.</p> <p>These must include Terms & Conditions which address copyright permissions, GDPR etc. Note this may form part of a formal acquisition process for a digital collection.</p> <p>CCGHT/CCGBC Museums Services will provide relevant information and review draft documents.</p>	1	Jan/Feb 22
Call out for heritage – engaging local groups	<ul style="list-style-type: none"> • Social media posts and promotion encouraging engagement: <ul style="list-style-type: none"> ○ At least 10 posts, including text and either poster/graphic/or images 	2	Ongoing

	<ul style="list-style-type: none"> ○ Material to be shared by successful applicant and provided to CCGHT for posting. 		
Call out for heritage – engaging local groups	<ul style="list-style-type: none"> ● Outreach/engagement with local heritage groups: <ul style="list-style-type: none"> ○ Directly engage local interest groups, community groups, individuals and organisations with the project via social media/phone calls ○ Meet with groups/individuals as requested – online/in person [a max of 2 follow up meetings with either 2 engaged groups or a selection of group representatives] <p>See engagement targets below</p>	3	Jan/March 22
Call out for heritage – engaging local groups	<ul style="list-style-type: none"> ● Co-ordinate a project launch event (online or in person) for local heritage groups/public in and around the Causeway AONB area. CCGHT and partners to support. <p>See engagement targets below</p>	2	Jan/March 22
Creative community heritage mapping	<p>Deliver at least 2 creative community mapping workshops with residents and heritage/community groups.</p> <p>Participants will work to ‘map’ the AONB through collage or other creative media.</p> <p>Capture feedback via evaluation form or similar.</p>	4	Apr/May 22
Present at 2 x NI Archive training sessions	<p>Deliver short presentation on Uncharted Histories project at 2 x NI Archive training sessions online (5 – 10 mins presentation).</p>	0.5	March/June 22
Support the production of CCAONB/WHS Heritage map	<p>Contribute to the development of a CCAONB/WHS heritage map by working with GIS mapper (to be appointed Spring 2022):</p> <ul style="list-style-type: none"> ○ Provide histories, data and information to GIS mapper via email/online link ○ Assist review and testing of heritage map 	2	By September 22
Phase 1 of project recorded onto NI Archive	<p>Track, rationalise and curate histories submitted by Form, meetings with groups and mapping workshops. Ensure submissions are ready in suitable formats for NI Archive. Edited submissions will be uploaded to NI Archive by CCGHT or volunteers. This is likely to include text, recordings, photographs etc.</p>	3	By September 22
General	<p>Provide progress updates via email or short in person meeting as required (no more than monthly).</p>	1	Ongoing
	Total days	19	
Targets for engagement	<p>Through the activities listed above, the project aims to:</p> <ul style="list-style-type: none"> ○ Engage at least 8 community/heritage groups within the Causeway Coast AONB area and environs. ○ Engage at least 30 individuals ○ Secure at least 30 submissions of histories 		

****Return proposals may put forward alternative methodologies for project delivery if desired, however, all proposals are expected to demonstrate how the applicant will fulfill project requirements and deliver project activities to the required standard and within the necessary timescales. ****